

## **Job Details: Fire Lieutenant**

**Salary** \$61,856

**Job Type** Full-time, shift work 48/96

## **Full Job Description**

**Burnet County Emergency Services District #9- Spicewood Fire Rescue**

**Job Title:** Fire Lieutenant

**FLSA Category:** Non-Exempt **Reports to:** Fire Administration Captain

**Division:** Emergency Operations

### **Job Summary**

The Shift Lieutenant functions as the Station Officer, with primary responsibility to assure that assigned personnel, apparatus, equipment, and facilities are maintained in appropriate readiness to respond to a variety of emergency calls for service.

Under general direction, directs, manages, supervises, and coordinates the activities and operations of assigned shift within BCESD #9 including operations, training, facility/ equipment maintenance, fire prevention, disaster preparedness, public education and related programs; serves as Officer for their assigned shift and responds to emergency incidents; coordinates assigned activities with other stations, shifts, divisions, departments, and outside agencies; and provides support to superior officers.

Under general direction, performs responsible management, commanding, and coordinating emergency operations, training, fire prevention, public education, disaster preparedness, facility/ equipment maintenance, and other related programs and services; provides responsible and technical staff assistance; implements program goals and objectives; oversees and supervises assigned staff.

### **Typical Duties**

- Serves as Shift Officer for assigned station; responds to emergency incidents as required by departmental policy and assumes command of incident unless relieved of command by a superior officer.
- Assumes management responsibility for assigned programs, activities, and operations of assigned shift including operations, training, and related programs and services.
- Manages and participates in the implementation of goals, objectives, policies, and priorities for departmental programs and services; recommends and administers policies and procedures.
- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, with departmental policy, appropriate service and staffing levels
- Assigns work activities, projects, and programs; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems.
- Participates in the evaluation of assigned personnel; prepares performance evaluations of assigned staff and implements discipline procedures.
- Assists in the implementation of the assigned shift's training programs for firefighting, technical rescue, hazardous materials and other emergency response services and programs; training programs and schedules; identifies the training needs

of company personnel; provides or coordinates crew training and drills in firefighting methods, techniques, and related subjects; coordinates training programs with other shifts, divisions, departments, and outside agencies.

- Assists in the maintenance and inventory of all fire related equipment, vehicles, and property including communication equipment, vehicles, and related equipment, and safety equipment.
- Trains fire personnel in the use of a variety of fire equipment, station equipment, and communication equipment as necessary.
- Participates in maintenance and repairs to existing facilities as necessary.
- Prepares a variety of public information materials; conducts or has subordinates conduct public information/education classes related to fire prevention, hazardous materials, disaster preparedness, Medical Emergencies, and other department activities.
- Serves as staff on a variety of boards, commissions, and committees; prepares and presents staff reports and other necessary correspondence.  
Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of fire prevention, suppression, training, and management. Responds to and resolves difficult and sensitive citizen inquiries and complaints.
- Performs related duties as required.

## **Minimum Qualifications**

### **Knowledge of:**

- Fire ground tactics and strategy; emergency incident management, specifically the Incident Command System (ICS); principles of incident safety; automatic and mutual aid agreements; hazardous materials incident management; and confined space and technical rescue techniques.
- Principles and practices of training program development and implementation.
- Fire science theory, principles, and practices and their application to a wide variety of emergency service operations including fire suppression, fire prevention, and fire investigation.
- Operational characteristics of fire apparatus and equipment including Code 3 driving techniques. Modern fire loss and fire prevention principles, methods, and practices.
- Geography and street layout of BCESD #9 and surrounding area.
- Laws and regulations pertaining to fire and emergency medical services operations.
- Personal Protective Equipment.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing spreadsheets, and databases.
- Departmental Policy and Procedures, Manual of Operations.
- Principles of supervision, training, and performance evaluation.
- Pertinent federal, state, and local laws, codes, and regulations.
- Algebraic and arithmetic computations.
- English usage, spelling, grammar, and punctuation.
- Principles and practices of customer service.

**Ability to:**

- Oversee and participate in the management fire suppression, prevention, emergency medical services, training and disaster preparedness program services and activities.
- Perform competently in dynamic, highly stressful situations; command fire department staff and operate vehicles and radios.
- Work extended hours and days to meet operational needs.
- Oversee, direct and coordinate the work of lower-level staff.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Participate in the administration of department goals, objectives, and procedures.
- Meet and communicate tactfully and effectively with the public in all types of situations.
- React quickly and calmly in all types of emergency situations.
- Speak effectively before public gatherings.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Operate modern office equipment and computers.
- Interpret and apply federal, state, and local policies, laws, and regulations.
- Demonstrate an awareness and appreciation of the cultural diversity of the community.
- Communicate clearly and concisely, both orally and in writing.
- Work cooperatively with other departments and outside agencies.
- Establish and maintain effective working relationships with those contacted in the course of work.

**Experience:**

- Minimum of 3 years of experience in the TCFP fire service.

**Licenses and Certificates** that expected to be obtained as employee personal development.

- TCFP Basic Wildland Firefighter
- TCFP Driver/Operator
- TCFP Instructor I
- TCFP Fire Officer I
- TDSHS EMT- Basic
- TCFP Incident Command (preferred)
- TCFP HazMat Incident Command (preferred)
- TCFP Basic Fire Inspector I (preferred)
- TCFP Intermediate Firefighter (preferred)